Welcome to DSD’s WEBINAR: August 3, 2020
How to Apply for a Temporary Outdoor Business Operations Permit

- As a courtesy:
  - Please mute your microphone and turn your camera off
  - Do use the chat feature to submit any questions during the program
  - Additional time for questions will be available at the end of the program
  - Use the Hand Raise feature to ask questions at the end

The program will begin promptly at 11:00 a.m.
Agenda

1. What types of projects can you apply for under the Temporary Outdoor Business Operations permit

2. What if you are in a Business Improvement Districts

3. What documents must you submit for the permit – Application and EMRA

4. How to create an OpenDSD account and upload your Application and EMRA

5. Guidelines for public safety

6. Questions?
Overview

- COVID-19 state and city State of Emergencies requiring social distancing has impacted San Diego’s small and medium size business community
- The City of San Diego is identifying ways to support the local economy, and safely provide access to goods and services
- San Diego City Council approved Mayor Kevin L. Faulconer’s urgency ordinance on July 14, 2020 that allows for Temporary Outdoor Business Operations for Retail and Eating and Drinking Establishments.
  - Waive parking requirements so businesses can make use of private parking lots to place dining furniture and displays, among other retail operations
  - Streamline and cut red tape for sidewalk cafés
  - Allow “Pedestrian Plazas” to take over on-street parking for expanded outdoor dining and retail
  - Allow business improvement districts to issue Sidewalk Café permits for an expanded area of the sidewalk

- On **August 4, 2020**, the City Council will consider Mayor Kevin L. Faulconer’s proposal to expand the sidewalk and pedestrian parkways to **other services**
TOB Proposed Expanded Uses – Starting Aug. 4

- Business types that may apply for a sidewalk, pedestrian plaza, special event street closure or are exempt from private parking lot requirements include:
  - Personal and Commercial Services
  - Barber Shop/Hair and Nail Salons
  - Massage Establishments
  - Gyms/Fitness Centers
  - Instructional Studios
  - Religious Assembly
Examples of the TOB Four Outdoor Use Areas

Sidewalk Cafe

Pedestrian Plaza

Street Closure

Private Parking Lots
• Business Improvement Districts are special assessment districts that provide enhanced services to the businesses within those districts. They're managed by nonprofit organizations led by local business people.

• Neighborhood business districts assist thousands of small businesses across the city from neighborhood promotion, to physical improvements, business development, and advocacy.

• San Diego’s Small Business Alliance represents over twenty neighborhood districts and thousands of small businesses. If there's a neighborhood in San Diego you love, chances are there's a Business Improvement District supporting that neighborhood.

• **You may not need a permit from DSD if you are in a BID.** Find your Business Improvement District at bidalliance.org.
Development Services Department

Two Documents Required: Application and Encroachment Agreement

Insert
Drawing
Here

Sign Here
Sample Site Plan

LEGEND

- **BUSINESS AREA**
- Traffic Barrier Type
- Pedestrian Plaza Area
- Temp. Outdoor Business
- 4’ ADA Clear Path of Travel
- Flashing or High Reflective Material
- Light
- Maintain 3’6” Clearance to any Obstruction
- NO BUSINESS AREA

NOTES:
- NO EXCAVATION DONE AS PART OF THIS PERMIT
- TYPE OF BARRIER USED (Explain Barrier Type):
Create an OpenDSD Account

1. Review:
   - Temporary Outdoor Business Permit Guidelines
   - Permit Application User Guide

2. Download and complete two forms below:
   - Temporary Outdoor Business Permit Application
     - View Sample Application
   - Temporary Outdoor Business Expansion Encroachment Agreement

3. Apply for the permit. You will be required to upload the completed documents from Step 2.
Create an OpenDSD Account

The City of SAN DIEGO
OpenDSD
Development Services Department

Home DSD Permits DSD Code Enforcement
Advanced Search

User Name or E-mail: [Enter]
Password: [Enter]
Login »

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you’ll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »
Create an OpenDSD Account

Account Registration
You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer
This website is intended for convenience and informational purposes only.

While we strive to ensure the accuracy, timeliness, and function of this website, the City of San Diego makes no representations or warranties regarding its content, condition, sustained performance, resistance and immunity to computer viruses or malware, or proprietary infringement.

I have read and accepted the above terms.

Continue Registration »
Create an OpenDSD Account

Login Information
- User Name:
- E-mail Address:
- Password:
- Type Password Again:
- Enter Security Question:
- Answer:

Contact Information
- First:
- Middle:
- Last:
- E-mail:
- Home Phone:
- Mobile Phone:
- Work Phone:
- Fax:
- Address Line 1:
- Address Line 2:
- City:
- State:
- Zip:

Continue Registration

Your account has been created successfully. You can login immediately using your User Name and Password.
Sign on and Apply

1. User Name or E-mail: minerowicz@sandiego.go  Password: ********
   - Remember me on this computer
   - I've forgotten my password
   - New Users: Register for an Account

2. Home  DSD Permits  DSD Code Enforcement
   - Create an Application  Search Applications

3. Online Application
   Welcome to the City of San Diego OpenDSD system. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.
   Please 'Allow Pop-ups from This Site' before proceeding. You must accept the General Disclaimer below before beginning your application.

   General Disclaimer
   This website is intended for convenience and informational purposes only.
   While we strive to ensure the accuracy, timeliness, and functionality of this website, the City of San Diego makes no representations or warranties regarding its content, condition, sustained performance, resilience, and immunity to computer viruses or malware, or proprietary infringement.

   I have read and accepted the above terms.
   Continue Application ➤
Select Traffic Control Permit

- Simple Permit - No-Plan
- Residential Solar Photovoltaic
  - Use
    - Newsrack Permit
    - Traffic Control Permit
    - Transportation Permit
- PTS

Continue Application »
Create an Application

Step 1: Intake > Page 1/4
Please attach all relevant documentation.

Attachment

To upload attachments:
1. Click Add to start the process
2. Click Add for each file to upload
3. Click Continue when done
4. Click Save after entering any additional information

The Last Update columns will say Pending until all attachments have been uploaded.

The maximum file size allowed is 100 MB.
PDF is the only allowed file type to upload.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Add the Two Documents
Select Document Type

NOTE:
- Applications - Select Temp Outdoor Business Application
- EMRA – Select Other
Development Services Department

Review and Continue Application

Step 1: Intake > Page 1/4
Please attach all relevant documentation.

Attachment

To upload attachments:
1. Click Add to start the process
2. Click Add for each file to upload
3. Click Continue when done
4. Click Save after entering any additional information
The Last Update column will say Pending until all attachments have been uploaded.
The maximum file size allowed is 400 MB.
PDF is the only allowed file type to upload.

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<tr>
<td>Temp Outdoor Business Application.pdf</td>
<td>Temp Outdoor Business Application</td>
<td>168.17 KB</td>
<td>07/15/2020</td>
<td>Actions ▼</td>
</tr>
<tr>
<td>Traffic Control Plan.pdf</td>
<td>Traffic Control Plan</td>
<td>1.28 MB</td>
<td>07/10/2020</td>
<td>Actions ▼</td>
</tr>
</tbody>
</table>

Add

Save and resume later

Continue Application ▶
Now, Input only the Address Number, Street Name and Street Type

Step 1: Intake > Page 2/4
As the applicant, please provide your contact details and the location where the work will be performed.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link:

Select from Account  Add New

Address

Please use the fields below to search for the address where work will be performed.

Street No.:  Direction:  *Street Name:  Street Suffix:  Street Type:

Search  Clear
Parcel No. and other info will self-populate
Add Yourself as the Permit Holder and Inspection Contact

**Permit Holder**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

- Select from Account
- Add New

**Inspection Contact**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

- Select from Account
- Add New
Tag the Permit Type and select parking lane and/or sidewalk

**Traffic Control Permit Specific**

- Traffic Control Permit Type:  
  - Temporary - Sidewalk

**Activity Type**

- Street Closure:  
- Turn Lane Closure:  
- Bike Lane Closure:  
- Pedestrian Barricade:  
- Flagging:  
- Dumpster:  
- Parking Meters:  
- Other:  
- Travel Lane Closure:  
- Parking Lane Closure:  
- Sidewalk Closure:  
- Detour:  
- Bus Stops:  
- Trenching:  
- Fiber Optic:  
- Other Description:  

**Street Classification**

- Expressway:  
- Four Lane Major Street:  
- Three Lane Collector:  
- Cul De Sac:  
- Alley:  
- Other Description:  
- Six Lane Primary Arterial/Major ST:  
- Four Lane Collector:  
- Two Lane Collector:  
- Local Residential:  
- Other:  

Save and resume later  
Continue Application ➤
Continue Application

Traffic Control Permit

Step 2: Review

Save and resume later

Continue Application »

Record Type

Traffic Control Permit

Attachment
NOTE: Your permit will be reviewed in the order received. DSD staff will contact you if changes to the proposed plan are required.
Guidelines for Public Safety

- Expansion is only allowed into existing parking spaces. **DO NOT BLOCK RED-PAINTED CURBS**
- The business expansion shall not encroach within 2 feet of the travel lane.
- The installation of a visible and tactile edge, pursuant to Americans with Disabilities Act Guidelines, is required.
- Canopies or umbrellas may be used in conjunction with an outdoor business expansion, but shall not be used as a permanent roof or shelter over the sidewalk cafe area.
- A clear path, free of all obstructions to the flow of pedestrian traffic, shall be provided in the public right-of-way and shall be maintained at all times.
- The clear path shall be a paved sidewalk that is at least 4 feet wide.
- Items placed in the street parking lane shall not be placed in any manner that blocks or hinders access to a stormwater drainage structure.
- If you see something that looks **UNSAFE**, say something and report it.
Questions?

NEED HELP? CONTACT US.
TemporaryOutdoorPermit@sandiego.gov